

Veteran Business Resource Registry
Assistance Program Pages

User Guide

for

Searching for Assistance Programs

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Search

Finding Program Profiles

APP provides flexible, in-depth searching capabilities for you to find assistance programs.

The Basic Search function provides searching by service area, categories and keywords.

The Advanced Search function allows more refined searching using more criteria, including funding sources, office locations, and eligibility by veteran status.

Basic Search: How to

1. In the left menu, click “Search for Assistance.”

The “Basic Search” page opens.

2. The more criteria that you enter, the more narrow and relevant your search results will be. If you do not enter any criteria all Program Profiles in the system will be returned, however they may not apply to your business. By entering criteria you can ensure that only those programs for which you are eligible will appear in the search results listing.

Enter Your Location

Enter information about the location where you want to find Programs.

- City

Enter name of City. Make sure to use the name of the city, as used in the official address recognized by the United States Postal Service, and not the name of a neighborhood, suburb or region.

- State

Select a State from the dropdown list.

Additional Keywords

Enter any additional key words that may help refine your search.

Examples: Loans, Small Business.

Separate each keyword or phrase with a comma.

Words separated by a comma are searched for separately. Words with no comma between are treated as phrases.

Example 1 - Word Search:

Typing “loans, business” could return

small “loans” for training

AND ALSO

veterans “business” support

AND ALSO

“loans” for veterans starting out in “business”

Example 2 - Phrase Search:

Typing “business loans” (with no comma between the words) returns results only where those words appear as a phrase, such as:

“business loans” for Veterans

but it will NOT return the result shown in Example 1 because they do not appear as a phrase and without a comma between the words, they are treated as a phrase.

Advanced Search: How to

1. In the left menu, click “Search for Assistance.”

The “Basic Search” page opens.

2. On the “Basic Search” page, scroll down to the words “Do you need more search options?” and click on the link in that sentence.

The “Advanced Search” page opens.

3. On the “Search for Assistance Programs” page, complete some or all of the following information:

Funding Sources

Choose all, some or one of the following:

- Federal
- State
- Local
- Other / Private

Choose Categories

By default, all categories are checked.

Choose categories from the list. Check the categories for which you want to see Program Profiles. You may choose all or some of them. Some profiles fall under more than one category.

The more categories checked, the more results are returned.

Programs in unchecked categories will not be listed unless they are also included under another category.

- Startup
- Financing
- Training
- Procurement
- Business Development

Only show programs with services available at this location

Some Programs are available only to applicants living or operating in specific geographical locations. Use this section to state the geographical location for which the service is required.

- City

Enter name of City. Make sure to use the name of the city, as used in the official address recognized by the United States Postal Service, and not the name of a neighborhood, suburb or region.

- State

Select a State from the dropdown list.

Service Limits

Some Programs are available to all, but others are available only to applicants with veteran or disabled veteran status. Use this section to specify whether to see results for Programs that are limited by status of applicant.

- Don't show programs limited to disabled veterans

Check this if you do not want to see Programs for which only disabled veterans can apply.

- Don't show programs limited to veterans

Check this if you do not want to see Programs for which only veterans can apply.

- Show All

Check this if you would like to see Programs, regardless of whether eligibility is limited by status of applicant.

Only show programs with an office at this location

Use this area if you would like to see results only for Programs with offices in specific locations.

- City

Enter name of City. Make sure to use the name of the city, as used in the official address recognized by the United States Postal Service, and not the name of a neighborhood, suburb or region.

- State

Select a State from the dropdown list.

Additional Keywords

Enter any additional key words that may help refine your search.

Examples: Loans, Small Business.

Separate each keyword or phrase with a comma.

Words separated by a comma are searched for separately. Words with no comma between are treated as phrases.

Example 1 - word search: Typing “financial, assistance” could return

Result A: “financial” advice for Veterans seeking “assistance” in starting a new business.

AND ALSO

Result B: Downtown Financial Services

AND ALSO

Result C: Downtown Assistance Services

Example 2 - Phrase Search: Typing “financial assistance” (with no comma between the words) returns results only where those words appear as a phrase, such as:

Result D: “financial assistance” for Veterans in new businesses

but it will NOT return the result shown in Example 1 result A.

Exporting and Printing Search Results

Exporting Search Results

For your convenience you may export your results to an Excel spreadsheet or MS Access database and save that on your local computer.

Exporting Search Results to Excel

Exporting search results to Excel allows you to work with the result on your local computer.

How to Export Search Results to Excel

1. Scroll down to the end of the search results. Click the Excel icon or the “Export to Excel” link.

A dialog appears asking you where you would like to save the document.

2. Using the dialog, choose a place to save the document.
3. In the dialog, click “Save”

Exporting Search Results to MS Access

Exporting search results to MS Access allows you to work with the result on your local computer.

How to Export Search Results to MS Access

1. Scroll down to the end of the search results. Click the MS Access icon or the “Export to MS Access” link.

A dialog appears asking you where you would like to save the document.

2. Using the dialog, choose a place to save the document.
3. In the dialog, click “Save”